

Finance Committee Charter

Purpose of Committee

The Finance Committee (the "Committee") is a committee of the 9-1-1 Services Board (the "Board") established to support the Board in fulfilling its financial obligations as enumerated in [§56-484.14](#) of the *Code of Virginia* and in accordance with establish Board policy.

Committee Membership

The chair and vice chair of the Committee is the Board's Treasurer and Commonwealth's CIO, respectively. In addition to the chair and vice chair, the Committee is composed of three additional Board members. The Board Chair appoints Committee membership. Committee members serve two-year terms beginning July 1 of the first year and ending June 30 of the subsequent year. Committee members serve until the Board chair appoints their replacements.

Committee Authority and Responsibilities

The committee has no expressed or implied power or authority.

The Committee will:

- Function in accordance with current Board practices established by the chair and in accordance with public meeting requirements.
- Review and make financial recommendations to the Board on contracts and purchase agreements based on input from NGS Bureau and other VDEM staff.
- Establish financial metrics for strategic Board initiatives and recommend content for E-911 Fund financial reports to enable standardized reporting to the Board.
- Recommend fiscal policies for the PSAP Grant Committee to review.
- Report its activities to the Board at each.
- Work together to fulfill the goals, objectives and expectations for the Committee, as defined by the Board.

Committee Meetings

The Finance Committee will meet in advance of each Board meeting on a schedule agreed upon by the Committee. The Finance Committee chair and/or vice chair will work with NGS staff to establish the agenda for each meeting. NGS staff is responsible for facilitating each meeting, distributing the agenda, producing written minutes, in accordance with public meeting requirements.

As necessary, the Committee will meet in a joint session with other committees regarding items of concern to both committees.

Review of Committee Charter

The Committee will review the Charter annually.